

## **PROJECT DIRECTOR FOR GREEKTRACK (PDGT)**

### **OVERVIEW**

The Grand Vice President for Communications (GVPC) shall recognize when there is a need for additional assistance to complete their assigned roles and responsibilities. The Project Director for GreekTrack shall utilize their expertise to create tools and resources that address the needs detailed by the GVPC and the Communications Team. The Project Director for GreekTrack collaborates with the GVPC and the Communications team to develop content and resources for the Fraternity's website (GreekTrack).

### **QUALIFICATIONS**

Qualifications to serve as Project Director for GreekTrack include membership as a collegiate or alumni Brother and good standing within the Fraternity. It is highly recommended that the individual be knowledgeable and experienced in communications and website management. Candidates for the position must submit a written application to the Executive Council (EC).

### **APPOINTMENT/TERM**

The Project Director for GreekTrack will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last either two years or until the term of the current EC is complete. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

### **DUTIES/EXPECTATIONS**

The Project Director for GreekTrack shall utilize their expertise to create GreekTrack content and resources. The Project Director for GreekTrack collaborates with the GVPC to complete content, finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Developing content for the Fraternity's website (GreekTrack)
- Developing and distributing toolkits for certain key audiences (e.g. Fraternal Operations Manual)
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Maintaining open lines of communication with all chapters and Brothers
- Providing resources to chapters and prospective chapters
- Gathering data for projects

The Project Director for GreekTrack shall not make decisions on whether or not to move forward in pursuing a new tool or resource, but rather, bring ideas to the GVPC for strategic input and a collaborative decision. It is the expectation that the GVPC communicates with the Project Director for GreekTrack no less than once monthly. The Project Director for GreekTrack position requires a volunteer time commitment of approximately twelve hours per month.

### **REIMBURSEMENT**

The Project Director for GreekTrack will not receive a stipend, but rather, will be reimbursed for expenses that are associated with completing assigned tasks and have been pre-approved by the EC.